New Jersey Department of Education

2026-2027 Staff Management Data Handbook

State of New Jersey
Department of Education

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Table of Contents

Foreword 4

Revision History 5

NJ SMART Revision History 5

NJ SMART Revision History – Staff Submission (Former) 9

Executive Summary 12

Privacy and Security 13

Data Certification Statement 14

Data Elements and Definitions 15

- LocalStaffIdentifier (LSID) 16
- StaffMemberIdentifier (SMID) 17
- SocialSecurityNumber 19
- NamePrefix 20
- FirstName 21
- MiddleName 22
- LastName 23
- GenerationCodeSuffix 24
- FormerName 25
- Sex 26
- DateOfBirth 27
- Ethnicity 28
- RaceAmericanIndian 29
- RaceAsian 31
- RaceBlack 33
- RacePacific 35
- RaceWhite 37
- CertificationStatus 38
- Status 39
- DistrictEmploymentBeginDate 40
- DistrictEntryCode 41

DistrictEmploymentExitDate 43
DistrictEmploymentExitReason 44
GiftedAndTalentedStaff 46
StaffCompensationTotalSalary 47
StaffCompensationBaseSalary 49
StaffCompensationAnnualSupplement 51
LanguageSpokenByTeacher 53
TitleIProgramStaffCategory 54
HighestLevelOfEducationCompleted 55
SEProgramContractedServicesCategory 56
MLInstructorCredentialType 57
YearsOfPriorExperience 59
YearsInNJ 60
YearsInLEA 61
EmploymentStatus 62
EmploymentSeparationType 64
Repeating Data Elements 65
CountyCodeAssigned 66
DistrictCodeAssigned 67
SchoolCodeAssigned 68
FullTimeEquivalency 70
JobCode 71
JobCodeSubcategory 72
AgeGroupTaught 73
CredentialType 74

Foreword

This handbook provides guidance on collecting and submitting data to the New Jersey Department of Education's (NJDOE) statewide longitudinal education data system. It outlines the required format and specifies the data elements that must be collected. The NJDOE will compile this information into a standardized dataset for various essential purposes.

- Complying with federal and state requirements
- Ensuring that each school district receives all the funding it is entitled to
- Identifying trends and areas of focus for future initiatives

The Staff Management Handbook is intended to support the year-round management of Statewide Staff Members and collect reliable and valid data intended for school, district, and state educators to make appropriate, cost-effective and timely decisions about staff and school performance. The handbook provides definitions and standards for educational data, aiming to ensure that staff management information is uniform, consistent, and easy to understand, as quality information relies on these elements.

The NJDOE collects staff data to ensure compliance with state and federal requirements, improve the quality of the teaching workforce, support equitable access to highly qualified educators, and guide workforce planning and professional development. This data helps inform decisions about staffing, recruitment, retention, and resource allocation, ultimately working to improve educational outcomes for students across New Jersey.

How to Use this Handbook

This handbook is a valuable resource to share with your data provider or in-house data administrator to ensure that the information you receive from them matches the data requirements set by the NJDOE. Submitting accurate data now minimizes future errors, therefore saving time and effort later.

Revision History

Date	Version	Comment
August 2026	1.5	• Edited DistrictEntryCode values to revert to 23=In a public or private college or university outside of NJ; Added 24 to = In a state agency • Expanded Additional Notes for Credential Type: Only staff members with a Job Code = 0001, 0002, 0003, 0008-0012, 0015, 0017, 0019, 0020, 3100, 3101, 3105, 3115-3119, 3122, 3124, 3132, and 3133 can have a data value=3.
July 2026	1.4	• Added 08, 15 and 23 'In state agency' options to DistrictEntryCode and Added 08, 15, and 21 'In State Agency' options to DistrictEmploymentExitReason
June 2026	1.3	• Added 000 in Repeating Data Elements and SchoolCodeAssigned to account for teachers working in more than 6 schools
March 2026	1.2	• Updated LID and SID definitions to align with NJSLEDS
February 2026	1.1	• Updated the CredentialType data element to revise the mandatory reporting JobCode values.
August 2025	1.0	• Updated Soft Launch to Launch Information • Changed dates to reflect the 2025-26 school year
Soft Launch Version	1.0	• Updated Pilot information to Soft Launch information
Pilot Version	1.0	• Updated information from NJ SMART to NJSLEDS • Updated terminology from SMID Management to Staff Management • Revised the Forward, Executive Summary, and Privacy and Security statement

NJ SMART Revision History

Date	Version	Comment

August, 2024	2.9	• Updated dates for the 24-25 SY for data elements:
		  ○ DistrictEmploymentBeginDate
		  ○ DistrictEntryCode
		• Renamed ELLInstructorCredentialType data element field to MLInstructorCredentialType.
		  ○ Updated definition, Functional, Policy or Legal Document, Additional Notes, and Common Errors sections based on name change.
		• Updated the Acceptable Value Maximum Length of the NamePrefix data element field from 11 to 10.
		• Updated the Acceptable Value Maximum Length for the GenerationCodeSuffix data element from 3 to 4.
		• Updated the Acceptable Value Type to Character for CountyCodeAssigned, DistrictCodeAssigned, and SchoolCodeAssigned data element fields.

December 6, 2023	2.8	• Updated the definition and CEDS Mapping for the Status data element. • Updated the Validation Checks section for DistrictEmploymentExitReason to indicate an existing validation rule. • Updated the CEDS Mapping for EmploymentStatus and EmploymentSeparationType. • Updated the "Is This Data Element Required?" section for CredentialType to indicate existing field requirements.
October 6, 2023	2.7	• Updated the definition and added an Additional Note to StaffCompensationTotalSalary to clarify that the value should capture the annualized salary for each staff member.

August 7, 2023	2.6	• Updated dates for the 23-24 SY for data elements:
		  ○ DistrictEmploymentBeginDate
		  ○ DistrictEntryCode
		• Added two Additional Notes to StaffCompensationAnnualSupplement for better reporting clarity.
		• Added an example of a calculation into the Additional Notes for the FullTimeEquivalency data element.

September 23, 2022	2.5	• Updated validations and Additional Notes for StaffCompensationTotalSalary and StaffCompensationAnnualSupplement to better clarify which staff members are required to have values reported for these fields. • Added definitions to the acceptable values for EmploymentStatus and EmploymentSeparationType.

August, 2022	2.4	• Added two new data elements:
		  ○ EmploymentReason
		  ○ EmploymentSeparationType
		• Added/modified acceptable values for DistrictEmploymentExitReason to help collect more specific data on why staff members exit their roles.
		• Updated dates for the 22-23 SY for data elements:
		  ○ DistrictEmploymentBeginDate
		  ○ DistrictEntryCode
		• Added two Additional Notes to the StaffMemberIdentifier data element for added reporting responsibility clarity.
		• Updated the Validation Rule for DateOfBirth to allow staff members up to age 105.
		• Updated the Validation Rule for GiftedAndTalentedStaff to require at least one JobCode to have a value of 3140.
		• The following data elements have been added, formerly collected in the Staff Submission:
		  ○ LanguageSpokenByTeacher
		  ○ TitleIProgramStaffCategory
		  ○ HighestLevelOfEducationCompleted
		  ○ SEProgramContractedServicesCategory
		  ○ ELLInstructorCredentialType
		  ○ YearsOfPriorExperience
		  ○ YearsInNJ
		  ○ YearsInLEA
		  ○ CountyCodeAssigned (1-6)
		  ○ DistrictCodeAssigned (1-6)
		  ○ SchoolCodeAssigned (1-6)
		  ○ FullTimeEquivalency (1-6)
		  ○ JobCode (1-6)
		  ○ JobCodeSubcategory (1-6)
		  ○ AgeGroupTaught (1-6)
		  ○ CredentialType (1-6)

		• The following data elements, formerly collected in the Staff Submission, are no longer collected:
		  ○ TraditionalRouteProgram
		  ○ AlternateRouteProgram
		  ○ TeacherPrep
		  ○ MEPStaffCategory
		  ○ MEPSessionType
		  ○ NationalBoardAward
		• Renamed Salary field from Staff Submission to StaffCompensationTotalSalary and updated the Definition, Validation Rules, and Additional Notes to better define which data the field is collecting.
		• Added two new data elements for more clarity on collected salary data:
		  ○ StaffCompensationBaseSalary
		  ○ StaffCompensationAnnualSupplement
		• Updated the CEDS Mapping for FullTimeEquivalency.
		• Added Warnings section to each data element.
		• Added a new Warning to FirstName and LastName to offer guidance on reporting unknown first or last names.
		• Modified the definition of one acceptable value for the AgeGroupTaught field.

August, 2021	2.3	• Updated dates for the 21-22 SY for data elements:
		  ○ DistrictEmploymentBeginDate
		  ○ DistrictEntryCode
		  ○ NationalBoardAward
		  ○ TraditionalRouteProgram
		  ○ AlternateRouteProgram

August 10, 2020	2.2	• Added new data element: GiftedAndTalentedStaff

August 5, 2020	2.1	• Updated dates for 20-21 SY for data elements:
		  ○ DistrictEmploymentBeginDate
		  ○ DistrictEntryCode

July 25, 2019	2.0	• Updated definition and new acceptable value added for the data element of Sex.

		• Updated dates for the 2019-2020 SY. • Updated all data elements to include CEDS Mapping.

July 20, 2018	1.9	• Updated Functional, Policy, or Legal Document for:
		  ○ Ethnicity
		  ○ RaceAmericanIndian
		  ○ RaceAsian
		  ○ RaceBlack
		  ○ RacePacific
		  ○ RaceWhite

January 18, 2018	1.8	• Updated reference to Every Student Succeeds Act.
July 19, 2017	1.7	• Updated Dates for new school year.
July 18, 2016	1.6	• Updated Dates for new school year.
July 20, 2015	1.5	• Updated Dates for new school year.
September 15, 2014	1.4	• Updated Dates in DistrictEntryCode and DistrictEmploymentBeginDate.
August 8, 2014	1.3	• Added additional validation checks to SocialSecurityNumber.
January 13, 2014	1.3	• Proofing revisions made to DistrictEntryCode and DistrictEmploymentExitReason data elements.
August 7, 2013	1.2	• Updates to the CertificationStatus field.
May 24, 2012	1.1	• Proofing revisions made. Updated pages in table of contents.
April 16, 2012	1.1	• Common Errors and Resolutions section added to each element.
April 3, 2012	1.0	• Added revision table, updated pages in table of contents.

NJ SMART Revision History – Staff Submission (Former)

Date	Version	Comment
August, 2022	3.5	• Staff Submission Handbook retired. All appropriate data elements merged into SMID Management Handbook.
August, 2021	3.5	• Updated dates for the 2021-2022 SY.

		• Updated the Repeating Data Elements page to clarify guidance that the repeating elements should be reported for staff with multiple roles and/or working at more than one location.

August 5, 2020	3.4	• The data element LanguageSpokenByTeacher has been updated. This field is not mandatory for all staff and a new Acceptable Value of N has been added for staff members fluent in English only.
		• Updated dates for 2020-2021 SY for data elements:
		  ○ NationalBoardAward
		  ○ TraditionalRouteProgram
		  ○ AlternateRouteProgram
		• Removed EDFacts reference in the Functional, Policy, or Legal Description for:
		  ○ MigrantEducationProgramStaffCategory
		  ○ MEPSessionType
		  ○ TitleIProgramStaffCategory

August 8, 2019	3.3	• Updated guidance for AgeGroupTaught for acceptable values of "1" for preschool students aged 3-5 and value "2" for "Teacher is responsible for students ages 6 to 21 years in grade Kindergarten or higher. Staff who are employed or contracted to provide services to 5-year-old children with disabilities who are in Kindergarten must also be reported in this category."
August 5, 2019	3.2	• Updated dates for the 2019-2020 SY. • Updated all data elements to include CEDS Mapping.

July 19, 2018	3.1	• Updated Functional, Policy, or Legal Descriptions for:
		  ○ SEProgramContractedServicesCategory
		  ○ CredentialType
		• Removed the data elements of:
		  ○ ExceptionalSalary
		  ○ NumberOfClassesTaught
		  ○ HQTQualificationStatus
		  ○ ReasonsForNotBeingHighlyQualified
		  ○ SupportToBecomeHighlyQualified
		• LEPInstructorCredentialType was renamed ELLInstructorCredentialType. ELL references were updated for this data element.
		• Example added to Acceptable Values for Salary.
		• Updated dates for the 2018-2019 School Year.
		• Removed additional note regarding HQTQualificationSTatus from NationalBoardAward.
		• Updated references to Every Student Succeeds Act in the Executive Summary.

June 6, 2017	3.0	• Dates updated for the 2017-2018 School Year.

		• Updated guidance for TeacherPrep and AlternateRouteProgram. • Changed data element name from PrepProgram to TraditionalRouteProgram. • Updated range of values for AlternateRouteProgram and TraditionalRouteProgram. See modified spreadsheet.
June 1, 2016	2.6	• Dates updated for the 2016-2017 School Year.
October 22, 2015	2.5	• Added clarification to experience fields for APSSD locations.

May 26, 2015	2.4	• Updates to LEPInstructorCredentialType:
		  ○ 4 is no longer an acceptable value
		  ○ Definitions added to acceptable values 1 and 2
		• Validation rules added around Job Codes 1485 and 1486.

October 20, 2014	2.3	• Clarification added to the Salary field.
October 7, 2014	2.2	• Added an exception for CredentialType1 for Job Codes 0700, 0701, 0702, and 0703.
August 10, 2014	2.1	• Corrected typo in HighestLevelOfEducationCompleted SD = Specialist Degree
July 11, 2014	2.1	• Update to Years in LEA validation.
June 13, 2014	2.0	• Modified values to HighestLevelOfEducationCompleted field. • New validation rules added to HighestLevelOfEducationCompleted, FullTimeEquivalency, NumberOfClassesTaught, HQTQualificationStatus, CredentialType, and YearsInLEA. • Removed EvaluationOfStaff data element.
August 7, 2013	1.2	• Updates made to AlternateRouteProgram codes and PrepProgram codes. • New validation rules added for the Salary field. • New value added for the ExceptionalSalary field.
May 24, 2012	1.1	• Proofing revisions made.
April 16, 2012	1.1	• Common Errors section added to each element.
April 3, 2012	1.0	• Updated links, proofing revisions, added revision table, provided additional information on validation checks for NationalBoardAward, updated table of contents.

Executive Summary

The growing need for comprehensive, accurate, timely data on our state's schools, staff, and students calls for a technology-based solution that can provide better information to all stakeholders, simplify complicated data reporting requirements, and increase administrative efficiency. The New Jersey Statewide Longitudinal Education Data System (NJSLEDS) was created to meet this need.

The system enables compliance with the increasingly intensive regulatory requirements driven by legislation such as the No Child Left Behind Act, the Individuals with Disabilities Education Act, and the Every Student Succeeds Act. The system also provides the data that helps drive improvements and monitor progress toward key goals and ensures that our state's educational institutions get the funding they need to continue to meet the needs of New Jersey's students.

Periodically, schools are asked to provide specific data sets to ensure that the information in the system remains timely and up to date. This handbook is designed to support administrators and their partners as they gather and submit this information to the system.

Privacy and Security

The NJDOE prioritizes privacy and security. To protect district data, it employs an audit trail to monitor activities, detect breaches, and ensure proper use. Only registered and authorized users, authenticated through a secure login platform can access the system. Data is segmented by districts, so users only see information relevant to their educational interest. All data will be secured to maintain confidentiality and integrity. Illegal access or downloads will result in prosecution.

Data Certification Statement

By submitting data to the New Jersey Department of Education (NJDOE), districts acknowledge and confirm the following:

- The submitted data has been thoroughly reviewed for accuracy and approved by all appropriate district and local staff.
- All known issues and discrepancies have been resolved or documented, and the data reflects the most accurate and complete information available at the time of submission.
- The district understands that certified data will be used for official NJDOE purposes, including federal, state, and public reporting; accountability determinations; and funding decisions.
- Submission of data is considered a formal certification that the information is accurate.

Knowingly submitting inaccurate or incomplete data may result in follow-up or corrective actions by the NJDOE.

Data Elements and Definitions

This Staff Management Submission Handbook includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. Not all data elements are relevant to each staff member (e.g., a person may not have a middle name). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJSLEDS so that a collaborative resolution can be reached.

The following information is provided for each data element in the Staff Management Data Handbook:

- **Name of Data Element:** The data element name used within the NJDOE longitudinal education data system.
- **Definition of Data Elements:** A brief description of the data element.
- **Functional, Policy or Legal Description:** The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
- **CEDS Mapping:** An indication of how the NJSLEDS data element maps to Common Education Data Standards (CEDS).
- **Is This Data Element Required:** Indication of whether the data element is required for file submission.
- **Acceptable Values:** Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.
- **Validation Checks:** Specific data validation that will occur with respect to each data element.
- **Additional Notes:** Additional relevant notes about the data element.
- **Common Errors:** Guidance on how to resolve common errors within NJSLEDS.
- **Warnings:** (if applicable) The warning message indicating that the data entered does not meet the standards outline by the NJDOE. Warnings are not considered validation errors.

LocalStaffIdentifier (LSID)

Definition of Data Element

A number assigned and maintained by the local school district that is unique for each staff member in the district and is consistently used by the district across all of its data systems.

Functional, Policy, or Legal Document

Districts must report the Local Staff Identifier (LSID) for each staff member. This identifier is assigned and managed locally by the district to support tracking within the district over time. It is collected by NJDOE as a supporting identifier.

CEDS Mapping

Local Education Agency Identifier

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alphanumeric
Minimum Length: 1
Maximum Length: 20

Validation Checks

- An error will occur if this field is left blank.

Additional Notes

- N/A

Common Errors

Error Message: Staff member with the same LSID exists in the LEA.
Resolution: Determine which staff member should have that LSID number. For the staff member with the incorrect LSID, reupload the record(s) in error with the correct LSID number and the record will go into Unresolved. From the ID Management tab, click on the Associate button and the new LSID will take precedence over the old LSID.

Warnings

N/A

StaffMemberIdentifier (SMID)

Definition of Data Element

A unique number assigned and maintained by the New Jersey Department of Education that is unique for each staff member over time and across districts.

Functional, Policy, or Legal Document

In order to track staff members within and across districts over time, NJDOE will assign a unique 8-digit number to all staff members employed in New Jersey public schools. After the initial assignment of identification numbers in the Staff Management submission, districts will be required to verify or obtain an identification number whenever a new staff member is employed in the district. After a SMID is identified, districts must use the SMID on all staff-level data submitted to the NJDOE. For more details on SMIDs and ID Management, resources can be found on the NJSLEDS User Resources website.

CEDS Mapping

Staff Member Identifier

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Numeric
Minimum Length: 8
Maximum Length: 8

Validation Checks

- The Staff Member Identifier must be a valid number issued by NJSLEDS or an error will occur.

Additional Notes

- Staff members who are employed by two or more districts should be submitted to Staff Management by each district unless the staff members are paid by District A and are sent out to District B. In this scenario, District A should submit this staff member to Staff Management and District B should not report this staff member.
- Please see the Staff Management Reporting Responsibilities for more information.for more information.

Common Errors

Error Message: This field cannot be left blank for exited staff members.
Resolution: Before inactivating a staff member, make sure a SMID number was issued. If that staff member does not have a SMID number, correct all the errors regarding that staff member, and a SMID number will be generated. Once the SMID number is issued, inactivate the staff member with the correct codes. If the staff member was never Active in the district and a SMID was not assigned, the record should be deleted.

Warnings

N/A

SocialSecurityNumber

Definition of Data Element

The nine-digit number of identification assigned to the individual by the Social Security Administration.

Functional, Policy, or Legal Document

This data element is used to establish the identity of certificated staff members.

CEDS Mapping

Social Security Number

Is this Data Element Required?

This field is mandatory for all staff members who hold a certificate.

Acceptable Values

Type: Character
Minimum Length: 11
Maximum Length: 11

Validation Checks

- SocialSecurityNumber must be entered in XXX-XX-XXXX format.
- SocialSecurityNumber cannot allow for 666 or 000 as the area numbers (first 3), 00 as the group number (second 2), or 0000 as the serial numbers (last 4).
- 900-999 are also restricted from being used as the area numbers.

Additional Notes

Only staff members with a certificate should have a SocialSecurityNumber filled in. It is optional for all other staff members. When reported, it must be a valid Social Security Number.

Common Errors

N/A

Warnings

N/A

NamePrefix

Definition of Data Element

An appellation, if any, used to denote rank, placement, or status (e.g., Mr. Mrs, Reverend, Sister, Dr, Colonel).

Functional, Policy, or Legal Document

This data element is used to establish the identity of staff members.

CEDS Mapping

Personal Title or Prefix

Is this Data Element Required?

This field is optional for all staff members.

Acceptable Values

Type: Character
Minimum Length: 1
Maximum Length: 10

Validation Checks

- Periods are not accepted in the NamePrefix field. No punctuation should be included.

Additional Notes

- While NamePrefix is an optional data element, the district should use this data element to differentiate among staff members who would otherwise have the same name and birth information.

Common Errors

N/A

Warnings

N/A

FirstName

Definition of Data Element

A name given to an individual.

Functional, Policy, or Legal Document

This data element is used to establish the identity of staff members.

CEDS Mapping

First Name

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 30

Validation Checks

- An error will occur if this field is left blank.

Additional Notes

- No nicknames or abbreviated names should be reported. Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphens are accepted.
- First name and last name must be reported as separate fields.

Common Errors

N/A

Warnings

"FNU" should not be entered for a staff member with an unknown First Name. If First Name is unknown, please enter "Unknown" for this field.

MiddleName

Definition of Data Element

A secondary name given to an individual.

Functional, Policy, or Legal Document

This data element is used to establish the identity of staff members.

CEDS Mapping

Middle Name

Is this Data Element Required?

This field is optional for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 30

Validation Checks

- First Name, Middle Name, and Last Name must be reported as three separate fields. Middle initial (no period permitted) or full middle name are accepted. Apostrophes and hyphens are accepted.

Additional Notes

- While Middle Name is an optional field, if the district maintains this data element it should be reported to support unique identification of the staff member.

Common Errors

N/A

Warnings

N/A

LastName

Definition of Data Element

The name borne in common by members of a family.

Functional, Policy, or Legal Document

This data element is used to establish the identity of staff members.

CEDS Mapping

Last or Surname

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 50

Validation Checks

- Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.
- An error will occur if this field is left blank.

Additional Notes

- First Name, Middle Name, and Last Name must be reported as three separate fields.
- Staff members with mutliple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the staff member's legal name, place both last names in this field. Example: Jenny R Smith-Jones would be Last Name = "Smith-Jones" while John F Davis Smyth would be Last Name = "Davis Smyth".

Common Errors

N/A

Warnings

"LNU" should not be entered for a staff member with an unknown Last Name. If Last Name is unknown, please enter "Unknown" for this field.

GenerationCodeSuffix

Definition of Data Element

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr, Sr, III).

Functional, Policy, or Legal Document

This data element is used to establish the identity of staff members.

CEDS Mapping

Generation Code or Suffix

Is this Data Element Required?

This field is optional for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 4

Validation Checks

- No punctuation should be included.

Additional Notes

- Leave blank if not available or does not exist.
- While GenerationCodeSuffix is an optional data element, the district should use this data element to differentiate among staff members who would otherwise have the same name and birth information.

Common Errors

N/A

Warnings

N/A

FormerName

Definition of Data Element

The previously recognized or legally accepted name of the individual.

Functional, Policy, or Legal Document

This data element is used to establish the identity of staff members.

CEDS Mapping

Other Name

Is this Data Element Required?

This field is optional for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 50

Validation Checks

- Periods are not accepted in the FormerName field. Other special characters such as apostrophes and hyphens are accepted.

Additional Notes

- Leave blank if not available or does not exist.
- While FormerName is an optional data element, the district should use this data element to differentiate among staff members who would otherwise have the same name and birth information. For example, a maiden name should be submitted in the FormerName field.

Common Errors

N/A

Warnings

N/A

Sex

Definition of Data Element

The staff member's identified gender.

Functional, Policy, or Legal Document

This data element is used to establish the identity of staff members.

CEDS Mapping

Sex

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

- M = Male
- F = Female
- X = Non-Binary/Undesignated

Validation Checks

- The value must conform to one of the acceptable values listed above or an error will occur.
- An error will occur if this field is left blank.

Additional Notes

- N/A

Common Errors

N/A

Warnings

N/A

DateOfBirth

Definition of Data Element

The year, month, and day on which an individual was born.

Functional, Policy, or Legal Document

This data element is used to establish the identity of staff members.

CEDS Mapping

Birthdate

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Date
Minimum Length: 8
Maximum Length: 8

Validation Checks

- An error will occur if the format does not include a four-digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128 for January 28, 2001).
- An error will occur if this field is left blank.

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Common Errors

Error Message: Date cannot be in the future.
Resolution: This date must be a valid date of birth, not a date in the future. Check to make sure the dates are correct, and there are no typos in the date format.

Error Message: Staff member age is outside of reasonable parameters.
Resolution: Year of Birth must be a valid year inside of reasonable parameters. Please check the date of birth year to make sure it matches the age of the Staff Member. A Staff Member cannot be older than 105 and cannot be younger than 14 years of age.

Warnings

N/A

Ethnicity

Definition of Data Element

The ethnic category which most clearly reflects the individual's recognition of their community or with which the individual identifies.

Functional, Policy, or Legal Document

In 2007, USED issued its own guidance on how education institutions and other recipients will collect and maintain race and ethnicity data on students and staff, as well as how the data will be aggregated and reported to USED. These categories and their definitions are as follows:

- Hispanic or Latino
- Not Hispanic or Latino

CEDS Mapping

Hispanic or Latino Ethnicity

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

- Y = Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- N = Not Hispanic or Latino.

Validation Checks

- Only "Y" or "N" responses will be accepted. Each staff member must have a Y or N response.
- An error will occur if this field is left blank.

Additional Notes

- If positive identification of Hispanic or Latino is not possible, "N" should be entered.
- If Ethnicity = "N", at least one Race category must be identified as "Y".

Common Errors

N/A

Warnings

N/A

RaceAmericanIndian

Definition of Data Element

The racial category that clearly reflects the individual's recognition of their community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy, or Legal Document

The Federal Office of Management and Budget (OMB) released updated Statistical Policy Directive No. 15 (SPD 15) standards on March 29, 2024, which significantly revises federal race and ethnicity data collection.

The racial categories are:

- American Indian or Alaska Native
- Asian
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander

CEDS Mapping

American Indian or Alaska Native

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

- Y = Yes to American Indian or Alaska Native - A person having origins in any of the original people of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.
- N = No to American Indian or Alaska Native.

Validation Checks

- Only "Y" or "N" responses will be accepted. Each staff member must have a Y or N response.
- An error will occur if this field is left blank.

Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as "N".

Common Errors

N/A

Warnings

N/A

RaceAsian

Definition of Data Element

The racial category that clearly reflects the individual's recognition of their community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy, or Legal Document

The Federal Office of Management and Budget (OMB) released updated Statistical Policy Directive No. 15 (SPD 15) standards on March 29, 2024, which significantly revises federal race and ethnicity data collection.

The racial categories are:

- American Indian or Alaska Native
- Asian
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander

CEDS Mapping

Asian

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

- Y = Yes to Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand, and Vietnam.
- N = No to Asian.

Validation Checks

- Only "Y" or "N" responses will be accepted. Each staff member must have a Y or N response.
- An error will occur if this field is left blank.

Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as "N".

Common Errors

N/A

Warnings

N/A

RaceBlack

Definition of Data Element

The racial category that clearly reflects the individual's recognition of their community or with which the student most identifies. More than one race category may be reported for an individual.

Functional, Policy, or Legal Document

The Federal Office of Management and Budget (OMB) released updated Statistical Policy Directive No. 15 (SPD 15) standards on March 29, 2024, which significantly revises federal race and ethnicity data collection.

The racial categories are:

- American Indian or Alaska Native
- Asian
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander

CEDS Mapping

Black or African American

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

- Y = Yes to Black or African American - A person having origins in any of the black racial groups of Africa.
- N = No to Black or African American.

Validation Checks

- Only "Y" or "N" responses will be accepted. Each staff member must have a Y or N response.
- An error will occur if this field is left blank.

Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as "N".

Common Errors

N/A

Warnings

N/A

RacePacific

Definition of Data Element

The racial category that clearly reflects the individual's recognition of their community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy, or Legal Document

The Federal Office of Management and Budget (OMB) released updated Statistical Policy Directive No. 15 (SPD 15) standards on March 29, 2024, which significantly revises federal race and ethnicity data collection.

The racial categories are:

- American Indian or Alaska Native
- Asian
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander

CEDS Mapping

Native Hawaiian or Pacific Islander

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

- Y = Yes to Native American or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- N = No to Native Hawaiian or Other Pacific Islander.

Validation Checks

- Only "Y" or "N" responses will be accepted. Each staff member must have a Y or N response.
- An error will occur if this field is left blank.

Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as "N".

Common Errors

N/A

Warnings

N/A

RaceWhite

Definition of Data Element

The racial category that clearly reflects the individual's recognition of their community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy, or Legal Document

The Federal Office of Management and Budget (OMB) released updated Statistical Policy Directive No. 15 (SPD 15) standards on March 29, 2024, which significantly revises federal race and ethnicity data collection.

The racial categories are:

- American Indian or Alaska Native
- Asian
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander

CEDS Mapping

White

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

- Y = Yes to White - A person having origins of the original peoples of Europe, the Middle East, or North Africa.
- N = No to White.

Validation Checks

- Only "Y" or "N" responses will be accepted. Each staff member must have a Y or N response.
- An error will occur if this field is left blank.

Additional Notes

- Multiple race categories may be identified for a staff member. All race categories that are not applicable to a staff member should be marked as "N".

Common Errors

N/A

Warnings

N/A

CertificationStatus

Definition of Data Element

An indication that the educator holds the certification required by their assignment.

Functional, Policy, or Legal Document

This data element is used to establish teacher credentials in a school or distict.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

- Y = Yes, fully certified or licensed.
- N = No, not fully certified or licensed.

Validation Checks

- If CertificationStatus = Y, then SocialSecurityNumber must be filled in or an error will occur.
- An error will occur if this field is left blank.

Additional Notes

- Only "Y" or "N" responses will be accepted.
- The field should be marked N for all staff members unless they are a teacher, administrator, nurse, media specialist, guidance counselor, child study team member, or psychologist and are certified.

Common Errors

N/A

Warnings

N/A

Status

Definition of Data Element

An indication whether a staff member is either active or inactive in the district. Active staff members are currently employed by the district. Inactive staff members are no longer employed.

Functional, Policy, or Legal Document

N.J.A.C. 6A:23A-18.2

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

- A = Active
- I = Inactive

Validation Checks

- An error will occur if the field is left blank.

Additional Notes

- A staff member is either active or inactive in the district. Active staff members are currently employed by the district. Inactive staff members are no longer employed.
- To inactivate a staff member in Staff Management, the DistrictEmploymentExitDate, DistrictEmploymentExitReason, and EmploymentSeparationType must also be completed.

Common Errors

Error Message: Active staff cannot have a DistrictEmploymentExitDate and ExitReason.
Resolution: Only Inactive Staff Members are to have District Employment Exit Dates and Exit Reasons. If there is an active staff member with these codes, delete the values in those two fields and leave them blank.

Warnings

N/A

DistrictEmploymentBeginDate

Definition of Data Element

The date on which the staff member began employment with the reporting LEA.

Functional, Policy, or Legal Document

This data element is used to establish staff member assignment to a school or district.

CEDS Mapping

Employment Start Date

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Date
Minimum Length: 8
Maximum Length: 8

Validation Checks

- The date must be in YYYYMMDD format.
- An error will occur if this field is left blank.
- If DistrictEmploymentBeginDate is a date on or after 20260901 (September 1, 2026), then DistrictEntryCode must also be filled in.

Additional Notes

N/A

Common Errors

Error Message: Date cannot be in the future.
Resolution: The entry date cannot be a date in the future. If a staff member is entering the district in the future, either refrain from uploading the staff member until they are officially wokring in the district or leave the field blank until the future date becomes the present date.

Error Message: DistrictEmploymentBeginDate cannot be after DistrictEmploymentExitDate.
Resolution: Compare the two dates and make sure the ExitDate is not before the BeginDate.

Error Message: Staff member age is outside of reasonable parameters.
Resolution: DistrictEmploymentBeginDate must be a valid year inside of reasonable parameters. Please check the date of employment. A staff member cannot be older than 105 and cannot be younger than 14 years of age.

Warnings

N/A

DistrictEntryCode

Definition of Data Element

An indication of where the staff member is coming from.

Functional, Policy, or Legal Document

This data element is used to establish staff member assignment to a school or district.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all staff members that entered the district after September 1, 2026.

Acceptable Values

Type: Numeric
Minimum Length: 2
Maximum Length: 2

From a teaching position:

- 03 = In another NJ public school district
- 04 = In a public school district outside NJ
- 05 = In a non-public school
- 06 = In a college or university
- 07 = In a public or private college or university outside of NJ
- 08 = In a state agency

From an administrative or supervisory position:

- 11 = In another NJ public school district
- 12 = In a public school district outside NJ
- 13 = In a non-public school
- 14 = In a college or university
- 15 = In a state agency

From an educational support services position:

- 17 = In another NJ public school district
- 18 = In a public school district outside NJ
- 19 = In a non-public school, college, or university
- 20 = In a college or university
- 24 = In a state agency

From a college or university program of study:

- 21 = In a NJ public college or university
- 22 = In a private NJ college or university
- 23= In a public or private college or university outside of NJ

From home duties:

- 29 = Returning to a certified position from home duties

From military service:

- 60 = From a branch of the military services

From a scenario other than one listed in 03-70:

- 72 = From a position other than any listed

Return from an approved leave of absence without pay:

- 30 = From maternity leave
- 31 = From sabbatical leave
- 32 = From another leave of absence

From employment in a non-teaching position:

- 70 = From a position of employment in a non-teaching occupation

Validation Checks

- This field must be filled in when DistrictEmploymentBeginDate is a date on or after 20260901 (September 1, 2026).

Additional Notes

N/A

Common Errors

Error Message: Value is not a valid entry code.
Resolution: Using a code that is not listed above will generate an error due to NJSLEDS' validation rules. Please check the code entered into this field and make sure it's one of the 2-digit codes listed above.

Warnings

N/A

DistrictEmploymentExitDate

Definition of Data Element

The date on which the staff member has ended employment with the reporting LEA.

Functional, Policy, or Legal Document

This data element is used to establish staff member assignment to a school or district.

CEDS Mapping

Employment End Date

Is this Data Element Required?

This field is mandatory for all staff members that have exited the district.

Acceptable Values

Type: Date
Minimum Length: 8
Maximum Length: 8

Validation Checks

- The date must be in YYYYMMDD format.
- If DistrictEmploymentExitReason has a value, then DistrictEmploymentExitDate must also have a value.

Additional Notes

N/A

Common Errors

Error Message: Date cannot be in the future.
Resolution: The exit date cannot be a date in the future; if a staff member is exiting the district in the future, either refrain from making the staff member inactive or leave the field blank until the future date becomes the present date.

Error Message: DistrictEmploymentExitDate cannot be before DistrictEmploymentBeginDate.
Resolution: Go onto the staff member's record page and compare the two dates to make sure the Exit Date is not before the Begin Date.

Error Message: Field must be filled in if Status has a value of I.
Resolution: To make a staff member inactive, report the Exit Date the staff member left the district.

Warnings

N/A

DistrictEmploymentExitReason

Definition of Data Element

An indication of the reason why the staff member has left the district.

Functional, Policy, or Legal Document

NJ A2835
Used to establish staff member assignment to a school or district.

CEDS Mapping

Employment Separation Reason

Is this Data Element Required?

This field is mandatory for all staff members that have exited the district.

Acceptable Values

Type: Numeric
Minimum Length: 2
Maximum Length: 2

To assume another teaching position:

- 02 = In another NJ public school district
- 03 = In a public school district outside NJ
- 04 = In a non-public school
- 05 = In a college or university
- 08 = In a state agency

To accept an educational support services position:

- 16 = In another NJ public school district
- 17 = In a public school district outside NJ
- 18 = In a non-public school, college, or university
- 19 = In a college or university
- 21 = In a state agency

Retired:

- 40 = Retired from position

Granted a leave of absence without pay:

- 30 = A maternity leave
- 31 = A sabbatical leave

To accept an administrative or supervisory position:

- 11 = In another NJ public school district
- 12 = In a public school district outside NJ
- 13 = In a non-public school
- 14 = In a college or university
- 15 = In a state agency

To continue education:

- 20 = At a college or university

Certificate status:

- 92 = Certificate suspended
- 93 = Certificate revoked

Deceased:

- 50 = Deceased

Enter military service:

- 60 = To enter military services

To accept employment in a non-teaching occupation:

- 32 = Another leave of absence (planning to return)

Resigned:

- 22 = Change of assignment
- 23 = Compensation
- 24 = Dissatisfied with teaching
- 25 = Because of prolonged illness
- 26 = Family/personal relocation
- 27 = Leave (not planning to return)
- 28 = No reason given for resignation
- 29 = To assume home duties
- 70 = Accepted employment in non-teaching occupation

End of Term:

- 33 = End of Term (Participate Learning)
- 34 = End of Term (Teach for America)

Not offered re-employment:

- 80 = Due to reduction in force
- 81 = Non-tenured faculty, not meeting district performance expectations
- 82 = Tenured faculty, not meeting district performance expectations
- 83 = Decreased workload
- 84 = Organizational restructuring
- 85 = Interim contract ended – not rehired
- 86 = Non-renewal (probationary contract ended)
- 90 = For other than any listed

Validation Checks

- If Status = I, DistrictEmploymentExitReason must also have a value.
- If DistrictEmploymentExitDate has a value, then DistrictEmploymentExitReason must also have a value.

Additional Notes

N/A

Common Errors

Error Message: Field must be left blank if Status has a value of A.
Resolution: All active Staff Members must leave this field blank; this field is only required for making staff members inactive.

Error Message: Value is not a valid exit code.
Resolution: Using a code that is not listed above will generate an error due to NJSLEDS' validation rules. Please check the code entered into this field to make sure it's one of the 2-digit codes listed above.

Warnings

N/A

GiftedAndTalentedStaff

Definition of Data Element

An indication that the staff member has the job responsibility of providing gifted and talented and/or twice-exceptional education services to the identified students within the school district.

Functional, Policy, or Legal Document

Strengthening Gifted and Talented Education Law 18A:35-37b(4)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

- Y = Yes
- N = No

Validation Checks

- An error will occur if this field is left blank.
- If GiftedAndTalentedStaff = Y, at least one Job Code must be 3140 (Gifted and Talented Staff) or an error will occur.
- An error will occur if GiftedAndTalentedStaff = N and JobCode = 3140.

Additional Notes

- Only "Y" or "N" responses will be accepted.
- If Y, please report the appropriate JobCode in Staff Management for the staff that identifies and/or provides services to Gifted and Talented students.

Common Errors

N/A

Warnings

N/A

StaffCompensationTotalSalary

Definition of Data Element

The monetary unit of total annualized salary compensation of an individual is paid at the specific school/program indicated on the record in the school/program year specified on the record.

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

Staff Compensation Total Salary

Is this Data Element Required?

This field is mandatory for all staff members in a regular JobCode.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 7

- Dollar amount of the staff compensation total salary of the staff member rounded to the nearest whole number.
- Example: A salary of $100,000 should be entered as "100000".

Validation Checks

- An error will occur if a whole number is not used.
- An error will occur if this field is left blank and the teacher has any JobCode higher than 0100.
- The value of zero is not an acceptable value. If a staff member has a purchased services JobCode, leave the field blank.
- An error will occur if the value is less than the StaffCompensationBaseSalary or StaffCompensationAnnualSupplement, or StaffCompensationBaseSalary plus StaffCompensationAnnualSupplement.

Additional Notes

- Do not use dollar signs, decimals, or commas.
- StaffCompensationTotalSalary should include StaffCompensationBaseSalary plus StaffCompensationAnnualSupplement for all staff in Job Codes of 1000-2799.
- For staff members who are employed for part of the year, please calculate what their annualized salary would be if they were employed for the entire year.

Common Errors

Error Message: The length cannot exceed 7 characters and cannot contain any punctuation.
Resolution: Punctuation marks will generate an error, and salary should only be 7 characters at the maximum. Check to make sure no punctuation marks are in this field.

Warnings

N/A

StaffCompensationBaseSalary

Definition of Data Element

The negotiated annual salary for teaching duties for the school year. The base salary excludes pay for additional duties, such as supervising or directing afterschool activities, school administration activities, and teaching summer school or adult education classes. Bonuses and other incentives are not included in base salaries.

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

Staff Compensation Base Salary

Is this Data Element Required?

This field is mandatory for all staff members in a regular teaching JobCode of 1000-2799.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 7

- Dollar amount of the staff compensation base salary of the staff member rounded to the nearest whole number.
- Example: A salary of $100,000 should be entered as "100000".

Validation Checks

- An error will occur if a whole number is not used.
- An error will occur if this field is blank and the staff member has any JobCodes within the range of 1000-2799.
- The value of zero is not an acceptable value. If the staff member has a JobCode outside of the range of 1000-2799, leave the field blank.
- An error will occur if the value is greater than the StaffCompensationTotalSalary.

Additional Notes

- Do not use dollar signs, decimals, or commas.
- Salary should include regular compensation, including longevity increments and other adjustments to an individual's compensation resulting from increased educational levels or awards earned, such as National Board Certification. Salary should not include stipends for extracirricular activities.
- If the staff member is employed less than full-time or paid an hourly rate, report the annualized salary of the staff member by using their part-time or per diem rate and estimating its annual worth.
- Salary cannot be less than $18,500 for teachers unless FTE is less than 1.00.

Common Errors

Error Message: The length cannot exceed 7 characters and cannot contain any punctuation.
Resolution: Punctuation marks will generate an error, and salary should only be 7 characters at the maximum. Check to make sure no punctuation marks are in this field.

Warnings

N/A

StaffCompensationAnnualSupplement

Definition of Data Element

The annual sum of payments given to staff in addition to their base salary.

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

Staff Compensation Annual Supplement

Is this Data Element Required?

This field is mandatory for all staff members in a regular teaching JobCode of 1000-2799 if StaffCompensationTotalSalary is greater than StaffCompensationBaseSalary.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 7

- Dollar amount of the staff compensation annual supplement of the staff member rounded to the nearest whole number.
- Example: A salary of $100,000 should be entered as "100000".

Validation Checks

- An error will occur if a whole number is not used.
- An error will occur if this field is blank and the staff member has any JobCodes within the range of 1000-2799, and StaffCompensationBaseSalary is less than StaffCompensationTotalSalary.
- The value of zero is not an acceptable value. If the staff member does not receive additional wages for jobs, such as supervising or directing afterschool activities, school administration activities, and teaching summer school or adult education classes, or has not received bonuses or other incentives that are not included in base salaries, leave this field blank.
- An error will occur if the value is greater than the StaffCompensationTotalSalary.

Additional Notes

- Do not use dollar signs, decimals, or commas.
- StaffCompensationAnnualSupplement should include stipends for extracirricular activities and can be reported for any JobCode.
- StaffCompensationAnnualSupplement should not include any retroactive pay from previous school years.
- Funds that are paid to the staff member directly from the district should be reported. External compensation, such as stipends from the PTA/PTO, should not be reported.

Common Errors

Error Message: The length cannot exceed 7 characters and cannot contain any punctuation.
Resolution: Punctuation marks will generate an error, and salary should only be 7 characters at the maximum. Check to make sure no punctuation marks are in this field.

Warnings

N/A

LanguageSpokenByTeacher

Definition of Data Element

The language, other than English, that is spoken fluently by the teacher.

Functional, Policy, or Legal Document

USDOE Title III

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 3

- A list of acceptable values can be found in the Home Language Codes.
- N = Not fluent in a language other than English

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if the field is left blank.
- The language code of ENG is not a valid acceptable value. If the staff member is only fluent in English, please input the value of N.

Additional Notes

- If two codes are provided for a language, use the first code for this element.

Common Errors

N/A

Warnings

N/A

TitleIProgramStaffCategory

Definition of Data Element

The title of employment, official status or rank of an individual that works with a Title I education program.

Functional, Policy, or Legal Document

USDOE Title I Programs

CEDS Mapping

Title I Program Staff Category

Is this Data Element Required?

This field is mandatory for all staff members who work with a Title I education program.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

- 1 = Title I Teacher
- 2 = Title I Paraprofessional
- 3 = Title I Clerical Support Staff
- 4 = Title I Administrator (Non-Clerical)
- 5 = Title I Other Paraprofessional

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.

Additional Notes

- This value must be blank for non-Title I staff members.

Common Errors

N/A

Warnings

N/A

HighestLevelOfEducationCompleted

Definition of Data Element

The extent of formal instruction an individual has received (e.g., the highest grade in school completed or its equivalent of the highest degree received).

Functional, Policy, or Legal Document

This data element is used to establish teacher credentials in a school or distict.

CEDS Mapping

Highest Level of Education Completed

Is this Data Element Required?

This field is mandatory for all certificated staff members.

Acceptable Values

Type: Alpha
Minimum Length: 2
Maximum Length: 2

- HS = High School (previous code 01)
- VC = Vocational Certificate (previous code 02)
- SD = Specialist's Degree (previous code 03)
- GC = Graduate Certificate (previous code 04)
- AD = Associate's Degree (previous code 05)
- BD = Bachelor's Degree (previous code 06)
- MD = Master's Degree (previous code 07)
- DD = Doctoral Degree (previous code 08)
- OT = Other (previous code 09)

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if the field is left blank and CertificationStatus = Y.
- If CertificationStatus = Y, HS is not an acceptable value.

Additional Notes

- HighestLevelOfEducationCompleted values have converted from numeric to alpha codes.

Common Errors

N/A

Warnings

N/A

SEProgramContractedServicesCategory

Definition of Data Element

The title of related services personnel employed and/or contracted to provide related services for children with disabilities.

Functional, Policy, or Legal Document

USDOE IDEA Programs. For further explanation, see EDFacts file specification FS099 EDFacts file specification FS099

CEDS Mapping

Special Education Support Services Category

Is this Data Element Required?

This field is mandatory for all Special Education staff members.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 2

- 1 = Audiologist
- 2 = Counselor/Rehabilitation Counselor
- 3 = Interpreter
- 4 = Medical/Nursing Service Staff
- 5 = Occupational Therapist
- 6 = Orientation and Mobility Specialist
- 7 = Physical Education Teacher/Recreation and Therapeutic Recreation Specialist
- 8 = Physical Therapist
- 9 = Psychologist
- 10 = Social Worker
- 11 = Speech-Language Pathologist

Validation Checks

- An error will occur if the code is not one of the acceptable values listed above.

Additional Notes

- N/A

Common Errors

N/A

Warnings

N/A

MLInstructorCredentialType

Definition of Data Element

An indication an educator holds a valid English as a Second Language (ESL) and/or bilingual/bicultural endorsement.

Functional, Policy, or Legal Document

N.J.A.C. 6A:15-1.8(a) and (c), Bilingual Education requires that all teachers of ESL classes or bilingual programs hold a valid New Jersey instructional certificate with an ESL endorsement or bilingual/bicultural endorsement, pursuant to N.J.S.A. 18A:6-38 et seq., and N.J.A.C. 6A:9B-11.5 and 11.6.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all staff members with bilingual and/or ESL certification.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

- 1 = English as a Second Language (ESL): A teacher who is certified to provide instruction to students whose native language is other than English in a second language development program that teaches listening, speaking, reading, and writing (in English) using English as a Second Language techniques. This includes teachers who hold a New Jersey Intructional certificate in ESL.
- 2 = Bilingual Education (BE): A teacher who is certified to provide instruction to students whose native languge is other than English using the student's native language and English. This includes teachers who hold a New Jersey Instructional Certificate, as well as a bilingual endorsement.
- 3 = Both ESL and BE.

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if left blank and JobCode 1-6 = 1485 (English as a Second Language) or JobCode 2-6 = 1486 (Bilingual/Bicultural).

Additional Notes

- 4 (Certified in subject/content areas only) is no longer an acceptable value.
- ML = Multilingual Learner
- Whenever there are 20 or more MLs in Kindergarten through 12th grade in one language classification enrolled in the school district, a LIEP shall include bilingual education or dual language immersion programs pursuant to N.J.A.C. 6A:15-1.4(b).

- Whenever there are 10 or more MLs in Kindergarten through 12th grade enrolled in the school district, an ESL program shall be provided pursuant to N.J.A.C. 6A:15-1.4(b).

Common Errors

Error Message: Value does not conform to the NJDOE codes listed.
Resolution: If not blank, MLInstructorCredentialType must have a value of 1, 2, or 3. Make sure it conforms to the codes listed above.

Error Message: Field cannot be left blank if JobCode = 1485 or 1486.
Resolution: JobCodes 1485 and 1486 directly correlate to this field. If a JobCode of 1485 or 1486 is entered in the JobCode fields, then this field becomes a mandatory field. Do not leave this field blank otherwise an error will be generated. Check the job code listed for the staff member, and if the job code is one of the two listed above, find the correct value for this field and update the record for that staff member.

Warnings

N/A

YearsOfPriorExperience

Definition of Data Element

The total number of years that the certificated staff member has previously held a position in one or more public education institutions, both within New Jersey and outside the state.

Functional, Policy, or Legal Document

This data element is used to establish experience in a school or district.

CEDS Mapping

Years of Prior Teaching Experience

Is this Data Element Required?

This field is mandatory for all certificated staff members.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 2

- 0-99

Validation Checks

- An error will occur if the numeric value is not between 0 and 99.
- An error will occur if the field is left blank and the CertificationStatus = Y.

Additional Notes

- Number of years should be rounded to the nearest whole number.
- For APSSD submitters only, all experience in a public or non-public school setting should be included, not just experience in their current position. For all other submitters, only public education experience should be reported in addition to their current experience.
- Input 0 for new staff member with no prior experience in a public education institution.

Common Errors

N/A

Warnings

N/A

YearsInNJ

Definition of Data Element

The total number of years that the certificated staff member has held a position in a public school within New Jersey.

Functional, Policy, or Legal Document

This data element is used to establish experience in a school or district.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all certificated staff members.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 2

- 0-99

Validation Checks

- An error will occur if the numeric value is not between 0 and 99.
- An error will occur if the field is left blank and the CertificationStatus = Y.

Additional Notes

- YearsInNJ cannot be greater than YearsOfPriorExperience.
- Number of years should be rounded to the nearest whole number.
- For APSSD submitters only, all experience in a public or non-public setting should be included, not just experience in their current position. For all other submitters, only public education experience should be reported in addition to their current experience.
- Input 0 for new staff members with no prior experience in a NJ public education institution.

Common Errors

N/A

Warnings

N/A

YearsInLEA

Definition of Data Element

The total number of years that the certificated staff member has held a position within the current Local Education Agency (LEA).

Functional, Policy, or Legal Document

This data element is used to establish experience in a school or district.

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all certificated staff members.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 2

- 0-99

Validation Checks

- An error will occur if the numeric value is not between 0 and 99.
- An error will occur if the field is left blank and the CertificationStatus = Y.

Additional Notes

- YearsInLEA cannot be greater than YearsInNJ or YearsOfPriorExperience.
- Number of years should be rounded to the nearest whole number.
- Input 0 for new LEA staff members.
- If the DistrictEmploymentBeginDate is over one year ago, YearsInLEA cannot be 0.

Common Errors

N/A

Warnings

N/A

EmploymentStatus

Definition of Data Element

The condition under which a person has agreed to serve as an employee.

Functional, Policy, or Legal Document

NJ A2835

CEDS Mapping

Employment Status

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Numeric
Minimum Length: 5
Maximum Length: 5

Code	Code Name	Definition
01384	Contingent upon funding	A condition under which there is not an ongoing commitment of funding and therefore the continuation of employment is based on availability of funding.
01379	Contractual	A condition under which a non-tenured staff member works for the LEA under a contract.
06071	Employed or affiliated with an outside agency part-time	A part-time position secured by the LEA via an outside agency/third party.
01383	Employed or affiliated with an outside organization	A full-time position secured by the LEA via an outside agency/third party.
01385	Non-contractual	A condition under which a non-tenured staff member works for the LEA at-will and is not employed for a fixed term.
09999	Other	A condition which does not fall under any other category.
01378	Probationary	A position for which a staff member who is not Contractual or Tenured/Permanent has agreed to serve as an employee.
06070	Self-employed part-time	A condition under which a staff member serves as a self-employed staff member on a part-time basis to assist with specific duties.
01380	Substitute/temporary	A position for a non-tenured staff member who serves as an employee with the intention of doing so temporarily.

01381	Tenured or permanent	A condition under which a staff member serves as a permanent or tenured employee. If a staff member is tenured/permanent, this option should be reported.
01382	Volunteer/no contract	A condition under which a staff member volunteers to work within the LEA.

Validation Checks

- An error will occur if the field is left blank.
- An error will occur if the codes do not conform to the NJDOE codes listed.
- Value must keep its leading zeros.

Additional Notes

- N/A

Common Errors

N/A

Warnings

N/A

EmploymentSeparationType

Definition of Data Element

The designation of the type of separation occurring between a person and the organization.

Functional, Policy, or Legal Document

NJ A2835

CEDS Mapping

Employment Separation Type

Is this Data Element Required?

This field is mandatory for all inactive staff members.

Acceptable Values

Type: Alpha
Minimum Length: 3
Maximum Length: 3

- INV = Involuntary Separation: An employee is involuntarily removed from their role.
- MUT = Mutual Agreement: Both the employee and employer consent to the employment separation.
- OTH = Other: The separation between the employee and employer cannot be defined by one of the other options.
- VOL = Voluntary Separation: An employee retires or resigns from their role.

Validation Checks

- An error will occur if the field is left blank and the staff member's status = I.

Additional Notes

- N/A

Common Errors

N/A

Warnings

N/A

Repeating Data Elements

Some staff members may have multiple roles within an LEA or work at multiple locations. To accommodate the reporting of the multiple roles or locations, the following elements must be repeated 6 times in the file submitted to NJSLEDS, followed by number 1 through 6:

- CountyCodeAssigned
- DistrictCodeAssigned
- SchoolCodeAssigned
- FullTimeEquivalency
- JobCode
- JobCodeSubcategory
- AgeGroupTaught
- CredentialType

Note: These data elements, as appropriate, must be submitted once for all staff members. If a staff member fulfills another role (i.e., has another job code) or works the same role at multiple locations, additional data must be provided specific to that role/job code. The additional data only needs to be submitted if the staff member fulfills another role or works in multiple locations. However, the data elements still must be repeated 6 times in the files (e.g., CountyCodeAssigned1, DistrictCodeAssigned1, SchoolCodeAssigned1, etc.; CountyCodeAssigned2, DistrictCodeAssigned2, SchoolCodeAssigned2, etc.) even if the additional five iterations are not needed. If the staff member fulfills one role (i.e., has only one job code) at a single location, blank values are acceptable in the additional five iterations.

Additional Notes for staff members working in more than 6 schools:

- If a staff member has fewer than six assignments, remaining instances may be reported as blank, as appropriate.
- If a staff member has more than six assignments, one instance must include SchoolCodeAssigned = “000” to indicate additional assignments captured through Course Roster.
- The “000” indicator should only be used when the number of school assignments exceeds six; it must not be used as a general placeholder or blank value.

CountyCodeAssigned

Definition of Data Element

The identifier for the New Jersey county in which the staff member is employed.

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Character
Minimum Length: 2
Maximum Length: 2

- For County Codes, please refer to the NJSLEDS County District School Code List.

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if the field is left blank.

Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and FTE associated with the job code) separately so that the combination of county, district and school codes for each school or institution in which the staff member is assigned is reported.
- As staff members may have multiple assignments, this element will appear in the portal as: CountyCodeAssigned1, CountyCodeAssigned2, CountyCodeAssigned3, CountyCodeAssigned4, CountyCodeAssigned5, CountyCodeAssigned6.

Common Errors

N/A

Warnings

N/A

DistrictCodeAssigned

Definition of Data Element

The identifier for the LEA in which the staff member is employed.

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Character
Minimum Length: 4
Maximum Length: 4

- For District Codes, please refer to the NJSLEDS County District School Code List.

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if the field is left blank.

Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and FTE associated with the job code) separately so that the combination of county, district and school codes for each school or institution in which the staff member is assigned is reported.
- As staff members may have multiple assignments, this element will appear in the portal as: DistrictCodeAssigned1, DistrictCodeAssigned2, DistrictCodeAssigned3, DistrictCodeAssigned4, DistrictCodeAssigned5, DistrictCodeAssigned6.

Common Errors

N/A

Warnings

DistrictCodeAssigned1 should typically match the code of the submitting LEA. Are you sure this staff member is your reporting responsibility?

SchoolCodeAssigned

Definition of Data Element

The identifier for the school in which the staff member is employed.

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Character
Minimum Length: 3
Maximum Length: 3

- For School Codes, please refer to the NJSLEDS County District School Code List.

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if the field is left blank.

Additional Notes

- If a staff member has assignments in multiple locations, report the staff member's assignments (i.e., job code and FTE associated with the job code) separately so that the combination of county, district and school codes for each school or institution in which the staff member is assigned is reported.
- As staff members may have multiple assignments, this element will appear in the portal as: SchoolCodeAssigned1, SchoolCodeAssigned2, SchoolCodeAssigned3, SchoolCodeAssigned4, SchoolCodeAssigned5, SchoolCodeAssigned6.
- If a staff member has more than six assignments, one instance must include SchoolCodeAssigned = “000” to indicate additional assignments captured through Course Roster.
- The “000” indicator should only be used when the number of school assignments exceeds six; it must not be used as a general placeholder or blank value.

Common Errors

N/A

Warnings

N/A

FullTimeEquivalency

Definition of Data Element

The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting for each assignment.

Functional, Policy, or Legal Document

This data element is used to establish staff member assignment to a school or district.

CEDS Mapping

Staff Full Time Equivalency

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 3

- 0.01 to 1.00

Validation Checks

- Value must be reported in hundredths.
- An error will occur if the field is left blank.

Additional Notes

- To calculate, take [hours of work expected in the position], divide by [hours of work normally expected in a full time position in the same setting], and round to the nearest hundredths.
- Example: [30 hours of work expected] divided by [40 hours expected in a full time position] = 0.75.
- Report the Full Time Equivalency (FTE) of the staff member associated specifically with the job code. For instance, if the staff member serves as both principal and superintendent, each half-time, report 0.50 FTE for each job code.
- As staff members may have multiple assignments, this element will appear in the portal as: FullTimeEquivalency1, FullTimeEquivalency2, FullTimeEquivalency3, FullTimeEquivalency4, FullTimeEquivalency5, FullTimeEquivalency6.

Common Errors

Error Message: FullTimeEquivalency1 through 6 should not add up to a value greater than or equal to 2.00.
Resolution: FullTimeEquivalency1 + FullTimeEquivalency2 + FullTimeEquivalency3 + FullTimeEquivalency4 + FullTimeEquivalency5 + FullTimeEquivalency6 cannot be equal to or greater than 2.00. Check the values in the FTE fields and make sure they do not surpass the value of 2.00. If unsure how to calculate FTE, check the Additional Notes section for more information.

Warnings

N/A

JobCode

Definition of Data Element

The NJDOE code assigned to each staff member's role within a local school district.

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

K12 Job Classification

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Numeric
Minimum Length: 4
Maximum Length: 4

- A list of acceptable values can be found in the Job Codes and Job Code Subcategories document.

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if the field is left blank.
- JobCode 1486 can only be reported to JobCode Subcategory 2.. If reported in JobCode Subcategory 1 an error will be generated.

Additional Notes

- Must keep leading zeros.
- As staff members may have multiple assignments, this element will appear in the portal as: JobCode1, JobCode2, JobCode3, JobCode4, JobCode5, JobCode6.
- Changes to the acceptable values can be found in the Job Codes and Job Code Subcategories list.

Common Errors

N/A

Warnings

N/A

JobCodeSubcategory

Definition of Data Element

The subcategory within the staff member's job code.

Functional, Policy, or Legal Document

NJDOE, Division of Finance

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all staff members.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 1 = General Education
- 2 = Bilingual
- 3 = Hearing
- 4 = Visual
- 5 = Special Education
- 6 = Administrator or Supervisory Staff
- 7 = Non-Certified Staff

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if the field is left blank.

Additional Notes

- If JobCode = 1486, then JobCodeSubcategory must equal 2.
- As staff members may have multiple assignments, this element will appear in the portal as: JobCodeSubcategory1, JobCodeSubcategory2, JobCodeSubcategory3, JobCodeSubcategory4, JobCodeSubcategory5, JobCodeSubcategory6.

Common Errors

Error Message: Field does not correspond to the Job Code submitted.

Resolution: JobCodeSubcategory must be a value accepted for the JobCode submitted as specified in the Job Codes and Job Code Subcategories document. Download the Job Codes and Job Code Subcategories file to find the subcategories under the column "Corresponding Job Code Subcategory".

Warnings

N/A

AgeGroupTaught

Definition of Data Element

The grouping of student ages for whom the Special Education teacher is responsible.

Functional, Policy, or Legal Document

This data element is used to establish teacher assignment to a school or district.

CEDS Mapping

Special Education Age Group Taught

Is this Data Element Required?

This field is mandatory for Special Education staff members. This field is required if JobCodeSubcategory is equal to 3, 4, or 5.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

- 1 = Teacher is responsible for preschool students up to age 5.
- 2 = Teacher is responsible for students ages 6 to 21 in grade Kindergarten or higher. Staff who are employed or contracted to provide services to 5-year-old children with disabilities who are in Kindergarten must also be reported in this category.

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if the field is left blank if JobCodeSubcategory has a value of 3, 4, or 5.

Additional Notes

- As staff members may have multiple assignments, this element will appear in the portal as: AgeGroupTaught1, AgeGroupTaught2, AgeGroupTaught3, AgeGroupTaught4, AgeGroupTaught5, AgeGroupTaught6.
- If a staff member teaches both of the above age groups, report the age group with which the staff member works the most.

Common Errors

N/A

Warnings

N/A

CredentialType

Definition of Data Element

An indication of the category of credential an individual holds.

Functional, Policy, or Legal Document

USDOE Collection. For further explanation, see EDFacts file specification FS203.

CEDS Mapping

Credential Type

Is this Data Element Required?

This field is mandatory for all staff members who hold a position in JobCode 0001-0024, 0036-0041, 0044-0047, 0100-0699, 0707-0710, 1000-4004. This field is not mandatory for Job Codes 0025-0035, 0042-0043, 0700-0706 and 0711-0762.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

- 1 = Standard certificate/license/endorsement
- 2 = Provisional
- 3 = Emergency
- 6 = Non-citizen
- 7 = Certificate of Eligibility (CE) only
- 8 = Certificate of Eligibility with Advanced Standing (CEAS) only

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.

Additional Notes

- Only staff members with a Job Code = 0001, 0002, 0003, 0008-0012, 0015, 0017, 0019, 0020, 3100, 3101, 3105, 3115-3119, 3122, 3124, 3132, and 3133 can have a data value=3.Staff members with a JobCode of 0007 or 3114 must report a credential type of 1 or 6.
- Staff members with a JobCode of 0008 or 3115 must report a credential type of 1, 3, or 6.
- Purchased Services Job Codes must follow the same CredentialType requirements and validation rules as their linked regular Job Code.
- If the staff member holds more than one credential, report the credential that is most relevant to the JobCode.
- As staff members may have multiple assignments, this element will appear in the portal as: CredentialType1, CredentialType2, CredentialType3, CredentialType4, CredentialType5, CredentialType6.

Common Errors

N/A

Warnings

N/A